



COMMISSION QUARTERLY MEETING

January 26, 2011

Sheraton Syracuse University Hotel and Conference Center

10:00am-1:00pm

Syracuse, NY

MINUTES

Call to Order/Opening Remarks

Commission Chair Judy Schmidt-Dean called the meeting to order at 10:00 a.m. She acknowledged Commissioner Shibley as he was named Dean of the School of Architecture and Planning and Commissioner Daly as she was awarded the Paul Malo Award by the Landmark Society of Western New York in Rochester.

Attendance

Attendance was recorded and a quorum present. The attendance sheet is attached to and made a part of these Minutes.

Presentation

Commissioner Brown introduced Martha Frey, Longhall Properties LLC presented to the Commission on the Pottery Project, a redevelopment of the former Chittenango Pottery site on the Erie Canal. Ms. Frey asked for the assistance of the Commission regarding trees on state owned land that are causing damage to her property. Ms. Frey will be provided with appropriate state contacts to discuss this matter.

Approval of Meeting Minutes

Secretary Alan Vincent called for additions or corrections to the minutes from the meeting on November 4, 2010 (*available online at www.eriecanalway.org*). A motion was made by Commissioner Shibley to approve the Minutes as presented, seconded by Commissioner Wiles and approved unanimously. A copy of the approved November 4, 2010 Minutes is attached to and made a part of these Minutes.

2010 Budget Report

Treasurer Peter Welsby presented the budget report for the period ending December 31, 2010. He noted the format changes fulfill requirements of our auditor. The following overview of the budget report was given:

- Salaries and benefits ended up to be \$62,000 more than anticipated and this amount was reallocated from programmatic funds to cover it.
- Audit line item was reduced to cover the cost of an audit for one year rather than two years. A request for proposal for an auditor has been distributed.
- Alliance membership line item was decreased by \$1,000.
Postage line item was decreased by \$4,700.
- Rental line item was increased by \$1,000 to cover the cost of utilities as the Erie Canalway staff occupies the entire building.

A motion was made by Commissioner Daly to approve the budget as presented, seconded by Commissioner Vincent and approved unanimously. A copy of the Budget Report ending December 31, 2010 is attached to and made a part of these Minutes.

Petty Cash Fund

Treasurer Peter Welsby updated there is \$60.45 currently in the petty cash fund. There is no mechanism for use of federal funds to provide refreshments at Erie Canalway events etc. and Erie Canalway staff are paying for these items out of their own personal funds. He recommended that each Commissioner donate \$15-\$20 for refreshments.

Standard Operating Procedure for Commissioner Travel

Rosemary Button noted there is a revised standard operating procedure for commissioner travel included in the Commissioners' packets. An annual memo for invitational travel has been incorporated into the procedure to meet the requirements of the National Park Service.

Work Plan

Executive Director Sciumeca presented an updated Commission Workplan Summary. The summary has two columns which represent the FY 2011 budget at either 100% or 20% reduction. If the FY 2011 appropriations are reduced by 20% then the programmatic funds available will be \$37,442.

Heritage Fund Update

Thomas Blanchard, Chairman of the Heritage Fund, gave an overview of the activities of the Heritage Fund as follows:

- Board of Directors met in December and will meet again later today.
- Agenda items are to grow the board and raise funds.
- Looking at Foundations and Corporate sponsorships for fundraising.

Committee Reports

Commission Chair Schmidt-Dean noted there may be a need for committee restructure once the strategic planning process is complete. Committees will remain as they are for now but please anticipate a conversation in the future regarding this.

Heritage Tourism/Recreation & Interpretation Committee

Commissioner Daly presented on the activities of the Heritage Tourism/Recreation & Interpretation Committee as follows:

- Oral history videos will be ready to go up on the website soon.
- Calendars were very well received this year however we should print more of them.
- Lori attended the Empire State Tourism Conference. She will be attending the Colgate University Symposium and POW WOW.
- Heritage Weekend is May 14-15 this year. Hope to see more information out in the communities.

Commissioner Wiles noted the Bicentennial for the War of 1812 will be coming up next year and asked how we can fit in.

Historic, Environmental & Cultural Resources Committee

Wint Aldrich presented on the activities of the Historic, Environmental & Cultural Resources Committee as follows:

- Fort Plain is the poster child for economic and collaboration between agencies and organizations which has put them on the map. They are applying for a Brownfield Award as a result of the planning.
- Heritage Award deadline is February 25, 2011. Any recommendations for potential jurors should be sent to Jean Mackay as soon as possible.

- The Barge Canal project fieldwork is complete. Duncan is working on preparing the application for the state advisory board meeting on September 15th. These are important first steps. Hats are off to Carmella Mantello, Canal Corporation Director, for giving their blessing.
- Listserv is up and functioning for the Partner Program.
- Erie Canalway in partnership with Niagara National Heritage Area is planning a field session at the 2011 Buffalo Trust Conference. The Cities of Lockport and Brockport have agreed to discuss their respective city's role in the proposal.

The Commission discussed about how partnership and collaboration can help leverage resources. It was recommended the Commission be a convener to bring different agencies together. Ken Lynch, Representative for the NYS Department of Environmental Conservation recommends an agency meeting later this year when agencies are settled.

Heritage Award Task Group

Commission Chair Schmidt-Dean noted that attending site visits of the heritage award finalists was very rewarding to her. She encouraged Commissioners to attend those site visits in their community. The finalists will be identified in the Spring.

Economic Revitalization Committee

Commissioner McNary presented on the activities of the Economic Revitalization Committee as follows:

- Trail partnership with Parks and Trails New York is moving forward. Discussion is taking place regarding community selection as staff wants one community and the committee wants six communities. Hannah Blake noted this is a research/pilot project. The Commission recommended this project focus on one selected community.
- The Committee recommended a letter to the Lieutenant Governor that the Erie Canalway National Heritage Corridor wants to be a part of the regional council efforts.
- The Committee also recommended looking into a draft agreement with regional planning councils.
- Pilot grants are continuing.
- Heritage-in-arts is on its way.

Commission Development Committee

Commission Chair Schmidt-Dean noted there is no report for this Committee. This Committee will need to have a call in the coming weeks. She noted this Committee is looking for a Chair and any Commissioners interested in stepping up should contact her.

Executive Director and Staff Report

Executive Director Sciumeca presented the Staff Report which is attached to and made a part of these Minutes. She directed the Commission's attention to a letter from the Village of Fairport and a copy of the transition paper of which both are included in the material packets.

The letter from the Village of Fairport is regarding work completed on their 2007 pilot grant. The Village is very excited about the signs.

A copy of the final transition paper to the Governor-elect Andrew Cuomo, as recommended by the Commission at the November 4, 2010 meeting, was completed.

Strategic Planning

Commissioner Shibley thanked Andy Kitmann and Elizabeth Watson for all their work on the strategic plan. The Commission reviewed the draft strategic plan. A copy is attached to and made a part of these Minutes.

Commissioner Brown recommended that the private sector be added into the plan. He suggested that on page 3, paragraph 5, to add "private investment"; page 6 under "Reliance on Federal Funding" to include the leverage of private sector; and page 15 should include a section for "Business Outreach" that is similar in content to the "Governmental Outreach" section. He also recommended that we have a list of businesses that touch the canal.

Commissioner Stein expressed the need to set priorities as we don't know what the budget will be and the draft has a lot of proposals that are well beyond what the staff can achieve.

Commissioner Shibley noted that specifics of the Heritage Fund almost took over the strategic plan. Migrating the Commission staff to the Heritage Fund is one action that may occur between now and the next Commission meeting. Andy Kitmann noted that Delaware and Lehigh Corridor transitioned their staff over a two year period.

Commissioner Shibley recapped the recommendations made by the Commission as follows:

- Three additional tasks in the next six to nine months is raising money, congressional contacts and partnerships that can sustain.
- Sharpen future asset allocations
- Other different vehicles for communication: internal and external
- Priority #2 Tourism is too focused and should be made broader
- Migrate partner staff to the Heritage Fund
- Carry aspiration for national aspect to our work

A motion was made by Commissioner Brown for the Executive and Strategic Planning Committees to implement the Strategic Plan and take appropriate actions as needed, seconded by Commissioner Stein and approved unanimously.

New Business

Chair Schmidt-Dean noted that the Executive Committee would be having monthly conference calls. All Commissioners are welcome to join the calls. Diane Jennings will set up the telephonic calls and send out the schedule.

Commissioner Brown noted there are several vacancies on the Commission and asked what the Executive Committee is doing about this matter. A list of vacancies has been created.

Public Comment

Chair Schmidt-Dean opened the meeting to the public for comment.

Chair Schmidt-Dean informed the Commission that John Callaghan has accepted the position as Canal New York Director for Land Management.

Sharon Leighton noted that regulations for snowmobilers changed on January 19, 2011. Local snowmobile clubs will need to hold insurance for their trails to be included.

Commissioner Smeenk noted the 2nd annual canal hockey will take place on January 29, 2011.

**Quarterly Commission Meeting
Sheraton Syracuse University Hotel and Conference Center
Syracuse, NY
January 26, 2011**

ATTENDANCE

ECNHC Commission Members

Judith Schmidt-Dean, Chair
Russell Andrews, Vice Chair
Alan Vincent, Secretary
Peter Welsby, Treasurer
Clinton Brown
Victoria Daly
Carmella Mantello
Robert McNary
Chip Pratt
Robert Reilly
Robert Shibley
Pieter W. Smeenk
Stuart Stein
Peter Wiles, Jr.

Proxies held for absent Commission members (as needed)

Proxy held by Judith Schmidt-Dean for Carol Greenough

Liaisons to the Commission

Sharon Leighton, NYS Canal Corp.
Kevin Lynch, NYS DEC
Wint Aldrich
Robert Elliott

Guests

Bob Daly, Village of Palmyra
John Callaghan, NYS Canal Corp.
Thomas Blanchard, Heritage Fund Chair
John Auwaerter, SUNY ESF

ECNHC Staff

Hannah Blake
Rosemary Button
Duncan Hay
Diane Jennings
Andy Kitzmann
Jean Mackay
Beth Sciumeca
Lori Solomon-Duell

Commissioner Daly noted the annual curling on the canal will be held in conjunction with the Curling Association.

Wrap-up and Adjourn

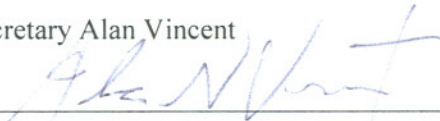
A motion was made by Commissioner Smeenck and seconded by Commissioner Daly to adjourn the meeting.

Prepared by: Diane Jennings

Date: 04/07/2011

Submitted by: Secretary Alan Vincent

Signed: _____



Date: _____

